

**h. Rural road naming and addressing policy**

*(Pages 51-55 of Park County Road & Bridge Standards & Specifications)*

- (1) Statement of Purpose: It is the purpose of these Standards to promote the public health, safety and general welfare, and to provide for a coordinated and uniform road naming and addressing system within Park County:
- (a) To protect human life and health;
  - (b) To optimize the response for emergency services, such as fire, ambulance, rescue and relief efforts undertaken at the expense of the general public;
  - (c) To apply to all addressing within the jurisdiction of Park County, including but not limited to, state, county, public and private roads and easements; and
  - (d) The following Wyoming Statutes are incorporated herein by reference: W.S. §§ 1-1-120; 18-2-101; 18-3-504; 18-5-201 through 208; 16-9-101 through 108; 24-1-104; 35-9-401 through 406.

All residences on a single parcel of property shall submit an application for an address with the appropriate fee and shall have a County assigned address. Other facilities, such as barns, trailers, commercial structures and other facilities, may be required to be addressed.

- (3) Definitions. Unless specifically defined below, words or phrases used in these Standards shall be interpreted so as to give them the meaning they have in common usage and to give these Standards the most reasonable application. The following definitions are specific to this section.
- (a) **County Road:** A right-of-way established according to state statute within the jurisdiction of Park County.
  - (b) **Public Road:** A road right-of-way or easement dedicated or established for the use of the general public.
  - (c) **Private Road:** A roadway for the use of an individual or particular group of individuals.
  - (d) **Subdivision Road:** A road right-of-way or easement dedicated or established through the subdivision process.
  - (e) **State Highway:** A right-of-way established according to statute by the State of Wyoming, under the jurisdiction of the State of Wyoming.
  - (f) **City Street:** A right-of-way established according to state statute and municipal code, under the jurisdiction of a town or city.
  - (g) **Existing Address:** A number assigned, recorded and/or used which was issued by the County or fire district.
  - (h) **New Address:** An address number yet to be assigned and recorded by the County.
  - (i) **Residence:** A house or facility/establishment which may be any structure, such as a building, or temporary, such as a trailer, which is occupied/lived-in for some continuance of time on a parcel of property.

- (3) General Provisions:
- (a) A formal written procedure follows, as outlined in Sections (4) (Application) and (5) (Process) below.
  - (b) Land to which these Standards apply. These Standards shall apply to all areas within the jurisdiction of Park County.
  - (c) Basis for establishing. To provide for a uniform coordinated rural addressing system for Park County. Park County uses a mileage-based system for addressing, which means addresses are assigned from a known point, usually the beginning of the road.
  - (d) Designation of addressing responsibility. The Public Works Department, under the direction of the County Engineer, shall be responsible for the implementation of these Standards.
  - (e) The duties shall include, but not be limited to, implementation and enforcement of these Standards.
  - (f) Address Review Committee. An Address Review Committee will be comprised, at a minimum, of members from the following agencies:
 

Park County Engineer's Office	Park County Sheriff's Office
City of Cody	City of Powell
Town of Meeteetse	

 Fire Districts, including: Clark, Cody, Powell and Meeteetse.
  - (g) Road name signs. It is neither the desire nor the intent of the County, through its addressing policy, to differentiate between public and private roads, nor to imply a right of ingress or egress. Generally, the following sign conventions will be followed:

- (i) County Roads - Formally established County roads will be marked with a County Route Marker, MUTCD designation M1-6. **County road names or numbers do not necessarily mean the roads are established as County roads or are maintained by the County.**
- (ii) Other Named Roads - Other named roads, public, private, subdivision, etc., will be marked with a Street Name Sign, MUTCD designation D3.

Requests for signs with additional wording such as "Private Road", "Private Drive" or other private signs will be denied by the County. This does not preclude the property owner, at his expense, from installing these signs on private property. Such signs shall be installed outside of any County or public rights-of-way and may not be attached to the road name sign or signpost.

- (h) Interpretation. In the interpretation of these Standards, all provisions shall be:
  - (i) Considered as minimum requirements;
  - (ii) Liberally construed in favor of the governing body; and
  - (iii) Deemed neither to limit nor repeal any other powers granted under state statute.
- (i) Warning and disclaimer of liability. The degree of protection required by these Standards is considered reasonable for regulatory purposes. These Standards shall not create liability on the part of Park County, any officer or employee thereof for any damages that result from reliance on these Standards or any administrative decision lawfully made thereunder.

(4) Application

- (a) Application for an address. Application for an address shall be made on forms furnished by Public Works.

(5) Process

- (a) Application review. Upon receipt of a Request for an Address form, Public Works will review for the following:
  - (i) Legal access;
    - (A) Proof of legal access may be required to be furnished by the applicant.
  - (ii) Property ownership;
  - (iii) If address location is on a currently named road - proceed to (5)(b) below; and
  - (v) If a private road name will be required - proceed to (5)(c) below.
- (b) New address location on a currently named road.
  - (i) Public Works shall provide the applicant with an approved marker and instruct the applicant to place the marker at the location of the proposed driveway; and
  - (ii) Public Works shall determine an address for the location based on location of applicant placed marker.
- (c) Address location on a road requiring a road name. A road shall be named in the following cases:

- (i) New address is the third address located on a particular access;
- (ii) Increased development is anticipated to be located on a particular access that may result in three (3) or more addresses off of a known road;
- (iii) Any road that in the opinion of any member of the Address Review Committee should have a new road name; and
- (iv) Once it is determined a new road name is required, the following procedure shall be followed:
  - (A) The County reviews the property ownership on adjacent properties to the road in question;
  - (B) The property owners are contacted in writing and given the opportunity to nominate names for consideration;
  - (C) Once submitted, the Address Review Committee reviews the nominations;
    - (I) Any conflicts or perceived conflicts between proposed road names and existing road names, which are already established in Park County, will not be allowed. All names not disqualified through the review process will be submitted to the landowners so they have a chance to vote.
    - (II) If the landowners cannot agree, the County Engineer will assign a road name.
  - (D) Once a road name is accepted, all the affected landowners will be notified outlining the new road name and corresponding new addresses. A copy is sent to emergency services, utility companies, county offices, postal service, etc.; and
  - (E) The County sign technician is notified for installation of the new road sign and address markers.
- (d) Modification of an existing address. If Public Works or a member of the Address Review Committee determines a modification of an existing address is needed, Public Works will initiate a change following the procedures outlined in Sections (b) and (c) above.
- (e) Assignment of road name(s) and address(es). Once the Applicant and Public Works have complied with the requirements of these Standards, Public Works will assign an address, and if required, a road name.
- (f) Notification of address. Once a road name and an address are determined, Public Works will notify the applicant and appropriate agencies.

- (g) Correction of self-assigned address. When an unauthorized address is discovered, Public Works shall notify the property owner of the violation and initiate the process in accordance with these Standards to correct the address.
- (5) Minimum fees
- |     |   |                          |
|-----|---|--------------------------|
| (a) | Street name sign  | \$ 150.00                |
| (b) | Address marker - new address  | \$ 150.00                |
| (c) | Replacement marker - worn out naturally                                 | \$ 0.00                  |
| (d) | Replacement marker - other causes                                       | \$ 50.00                 |
| (e) | Correction of self-assigned address                                     | \$ 250.00                |
| (f) | Failure to properly mark driveway                                       | \$ 50.00 plus<br>mileage |
| (g) | Change by applicant of driveway location or address marker              | \$ 150.00                |
| (h) | Exception to charges:   |                          |
| (i) | County or Agency required changes                                       |                          |
| (A) | New subdivisions will obligate developers to pay for street name signs. |                          |
- (6) Enforcement
- (a) No address number(s) shall be released until all required County permits have been issued.
  - (b) No address number(s) shall be released until all costs have been received.